

**KENTUCKY RETIREMENT SYSTEMS  
CLASS SPECIFICATION**

<b>CLASS TITLE:</b> ADMINISTRATIVE ASSISTANT II	
<b>DATE CLASS ESTABLISHED:</b> 12/01/2002	<b>DATE OF LAST REVISION:</b> 09/01/2007
<b>SELECTION METHOD:</b> 100% QUAL	<b>SALARY: (MIN-MID)</b> \$2,031 - \$2,539 <b>GRADE:</b> J

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Graduate of a college or university with a bachelor's degree.

**EXPERIENCE:** Must have one year of professional, administrative or business experience.

**SUBSTITUTION FOR MINIMUM REQUIREMENTS**

**EDUCATION:** Additional education will substitute for the required experience on a year-for-year basis. (Earned college hours will be credited toward educational requirement.)

**EXPERIENCE:** Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.)  
None

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Provides professional support to office staff in the review, evaluation, development and implementation of the agency's activities while performing detailed administrative and clerical duties; and performs other duties as required.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Interprets and applies laws, rules, regulations and policies applicable to the administration of agency programs. Operates various office equipment such as PC, copier, printer, calculator, microfilm, facsimile or audio-visual equipment. Reviews, processes (including accurate moving and indexing of imaged documents), and distributes daily mail for Division staff. After interpreting and applying statutes and regulations, prepares correspondence to member when inadequate information is submitted for cost calculations. Drafts correspondence for signature of designated employees. Performs detailed clerical and administrative duties such as maintaining employee attendance records, maintaining counselor survey records, verifying final retirement audits, utilizing Microsoft Excel to compile data for Division's monthly report, reviewing files for required membership forms, maintaining files of documents to be mailed to members and participating agencies, prepares documents for imaging. Contacts personnel by phone, in writing or in person to resolve inconsistencies or inaccuracies in records and/or reports. Keys membership forms, insurance applications, initial and recurring payrolls. Fills mail requests according to mailing label or listing specifications. Answers basic questions by phone or email or during member's office visit. Monitors visitor schedule for efficient coordination between staff and visitors. Reviews retirement forms for proper completion. Advises member of need for other necessary retirement forms. Informs managers of scheduling conflicts or unscheduled visitors in order to ensure that all visitors to office are handled in a timely and professional manner. Reviews, recommends and develops procedural alternatives. Responsible for copying original technical and membership documents including voluminous files.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is typically performed in an office setting.

THE KENTUCKY RETIREMENT SYSTEMS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, ETHNIC ORIGIN, COLOR, CREED, RELIGION, GENDER, SEXUAL ORIENTATION, AGE, DISABILITY OR POLITICAL AFFILIATION. THIS DOCUMENT IS AVAILABLE IN ANY ACCESSIBLE FORMAT UPON REQUEST TO THE HUMAN RESOURCES DIVISION: KENTUCKY RETIREMENT SYSTEMS.